**Agenda: 20 September 2019**

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| **Officer Titles** | **Current Officers** | **Attendance** |
| Chairman | Michelle Itzel |  |
| Vice-Chairman | Vacant |  |
| Treasurer | Kevin Smith |  |
| Secretary | Vacant – M. Itzel (acting) |  |
| Programs | Anthony Touchette – (acting) |  |
| Honors & Awards | Vacant |  |
| Education | Christine McLaughlin |  |
| K-12 Outreach | Tom Stevens |  |
| RAC VI Representative | Vacant – M. Itzel (acting) |  |
| Career & Workforce Development | Vacant |  |
| Young Professionals | Cheyenne Jones |  |
| Membership | Vacant |  |
| Technical Committee | Vacant |  |
| Public Policy | Vacant |  |
| Newsletter Editor | Steve Boelhouwer |  |
| Webmaster | Steve Boelhouwer |  |

**Member Attendance:**

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**Officer Status:**

**Chair Status:** Michelle Itzel

* + Hails & Farewells:
    - Welcome to our new members and those interested in joining our group and our board.
  + Officer Elections: committed, motivated officers needed to fulfill various roles and get the chapter moving again.
    - Bylaws changed, no deadline for elections anymore. Up to the section to get the elections completed before the beginning of the section year (June 1st). We are overdue for elections, but the member ship needs to attend to vote the board in. We have not had a decorum quite yet to be able to hold elections.
    - Appointed Anthony Touchette and Steve Boelhouwer to their respective officer roles during our August meeting. Appointed officers technically cannot vote on bylaws and other changes. We may be able to waive this.
  + Attended Regional Leadership Conference 2019, on 18-August in Indianapolis, IN.
    - Notes sent out on 20-Aug-2019 to board members.
    - Looking into Bylaws changes.
    - Lots of ideas for events and activities, let’s use our AIAA resources.
  + 2019 Goals:
    1. Fill vacant board positions. Especially: Secretary, Vice Chair, and Programs.
    2. Schedule 1-2 Distinguished Lecturers: to serve existing members, and attract new. Goal in progress.
    3. Schedule 2-3 Events with Young Professionals, and Student Branch (Cal Poly): to serve existing members and attract new. Goal in progress.
    4. Hold 1+ Fund Raising Event: to up the balance in the checking account so as to afford our planned events. Mainly to fund the end of year social.
    5. Schedule an end of year social with our members and student branch members.

**Vice Chair Status:** VACANT

* Need full time vice chair to fulfill the duties of this position.

**Treasurer Status:** Kevin Smith

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| Checking Balance | $816.98 |
| Savings Balance | $5.01 |
| Deposits | $600 |
| Expenditures | $600 |
| Total ending balance | $821.99 |

* Section money coming in Sep / Oct in the amount of $600+.

**Secretary Status:** VACANT – Michelle Itzel (acting)

* Need a secretary to fulfill the duties of this role.
* Open Actions:
  + Event / Activity Plans Presented by Officers:
    - * Programs
      * Education
      * K-12
      * Young Professionals
      * Membership
      * Public Policy
      * Newsletter / Webmaster

**Programs Status:** Anthony Touchette (acting)

* Distinguished Lecturer (DL) Series (E. Springer)

Was told to hold off on scheduling a DL until October 2019, due to funding limitations. Top 3 potentials below:

1. **Todd Barber:**  Mars Exploration Rovers: The Excellent Adventures of Spirit and Opportunity.
   * Perhaps we could have him tailor a portion to include InSight since it launched here?
2. **Gene Fleeman:**  Soda Straw Rocket Science Design, Build and Fly Competition.
   * Pertains to STEM and also will pertain to the Cal Poly Chapter as they have to do design competitions. This could be a Student Branch specific lecturer.
3. **Greg Metholic:** Advanced Space Propulsion Concepts for Interstellar travel.
   * Aerospace employee which will get some of ours to it plus with the plan to go to Mars, this becomes relevant.

* Trips to STEM centric museum ideas:
* Northrop Grumman presents James Webb Telescope (A. Touchette):
  + Jan / Feb 2020
* VAFB Tour w/ Cal Poly (Cheyenne Jones):
  + 27-Sep-2019
* JPL trip (Chris Walsh):
  + Schedule for when?
  + Include all AIAA members, just YPs, or Student Branch?
* Raytheon tour (Jeff Paschell)
* SpaceX Factory Tour (A. Touchette)

**Honors & Awards Status:** VACANT

* Need an officer to fulfill this duty

**Education Status:** Christine McLaughlin

* Fall programs to begin for both adults and kids.

**K-12 Outreach:** Tom Stevens

* See Attachment

**RAC VI Rep Status:** VACANT – Michelle Itzel (acting)

* Regional Leadership Conference was 18-August.
* Notes sent out to the board.

**Career & Workforce Development Status:** VACANT

* Need an officer to fulfill this duty
* Invited AFCEA chair and regional director to VAFB to help with this role.
* Schedule a YP event to include speed networking and mentorship opportunity.

**Young Professionals Status:** Cheyenne Jones

* Cal Poly: VAFB tour for 27-Sep is in-work.
* UCSB:
  + Not yet a student branch. We can talk to them and gauge their interest in becoming a student branch and how many students / professors would like to join AIAA.

**Membership Status:** VACANT

* Need an officer to fulfill this duty
* YP and Programs activities will help with membership.
  + Can hold a membership drive or table at lecturer events and other open events.

**Technical Committee Status:** VACANT

* Need an officer to fulfill this duty
* Is this committee needed with such a small section?

**Public Policy Status:** VACANT

* Need an officer to fulfill this duty.
* Congressional Visits Day (CVD) is 18 March 2020.
  + Training starts in February, need to identify a participant by January 2020.
  + Christine McLaughlin attended last year’s CVD.
  + Was advised that our Section should set some money aside to send someone to this. May not get much funding from AIAA this time.

**Newsletter Editor Status:** Steve Boelhouwer

* Check out the AIAA Engage site and see what we can add:
  + Calendar of events: this will facilitate creation of the 2019 annual report, and show our members what’s coming up.
  + Networking with other sections: Los Angeles / Las Vegas Section & Utah Section

**Webmaster Status:** Steve Boelhouwer

* AIAA Vandenberg Webpage: [www.Engage.aiaa.org/vandenberg](http://www.Engage.aiaa.org/vandenberg)
* Please create your account and log-in to stay up to date with our section happenings.

**Notes:**

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